

1315 Employment Offers

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.8

Only the Assistant Vice President for Human Resources or designee within the Department of Human Resources may extend an offer of employment to an administrative candidate. A Hiring Supervisor may make a written request to the Assistant Vice President for Human Resources for permission to make the offer of employment.

Only the President or designee may extend an offer of employment to a faculty member for a tenure eligible position and only after receiving written confirmation from the Assistant Vice President for Human Resources that the candidate is eligible for employment.

Only the Vice President for Academic Affairs or designee may extend an offer of employment to a faculty member for a non-tenure eligible position and only after receiving written confirmation from the Assistant Vice President for Human Resources that the candidate is eligible for employment.

Offers for all positions are extended by a representative of the Office of Human Resources, or with the approval of the Assistant Vice President for Human Resources may be extended by the hiring supervisor.

No offer of employment may be made for an unfunded position without the written approval of the Vice President for Finance or designee.